

REF ID: A6512
Chief, Building Supply Office
THRU : Chief, Supply Division

26 APR 1960

Chief, Stock Management Branch

Agency Multi-Purpose Envelopes; Stockage and Issue of

1. It is requested that subject envelopes, Stock Numbers 7530-H00-3830 and 7530-H00-3831 be made available and issued to personnel for use at Headquarters only.

2. Multi-purpose envelope, Stock Number 7530-H00-3830 (size 12" x 10") is considered an adequate substitute for 7530-247-6069 (size 12" x 9 $\frac{1}{2}$ "), 7530-247-6051 (size 9 $\frac{1}{2}$ " x 6 $\frac{1}{2}$ ") and 7530-286-6936 (size 11 $\frac{1}{2}$ " x 8 $\frac{1}{2}$ "), and Stock Number 7530-H00-3831 (size 16" x 10") is considered an adequate substitute for 7530-242-1218 (size 15" x 10") 7530-286-6963 (size 16" x 12") and 7530-244-7463 (size 18" x 14 $\frac{1}{2}$ "), for use at Headquarters, and has been and is being so publicized by the Management Staff.

1/2 way
PK
3. Accordingly, requests for these sizes of envelopes will be filled with the appropriate multi-purpose envelope. Plain envelopes will be issued ONLY when requested specifically for overseas use.

4. Persons refusing or declining to use the multi-purpose envelope should be referred to [] of the Management Staff (ext. []) who will handle the complaints. Efforts are being made to educate and orient personnel in the use of the multi-purpose envelopes, therefore, a sufficient quantity should be on hand to meet the demand.

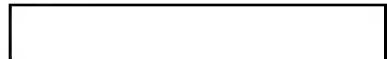
25X1
5. [] will investigate special requirements as those evidenced by the return of 30,000 multi-purpose envelopes by Printing Services Division in December. Any other unusual demands should be referred to [] for investigation.
25X1
Why-?
They didn't ask us to do it in Dec?
HJD

25X1

REF ID: A6512
SECRET

SUBJECT: Agency Multi-Purpose Envelopes; Stockage and Issue of

6. Stock levels on PLAIN envelopes will be maintained to meet overseas requirements ONLY making it essential that the multi-purpose envelopes be issued and used at Headquarters.



25X1

Distribution:

Orig & 1 - Addressee

1 - OL/SD

1 - MS

1 - OL/SD/DSCB

1 - OL/SD/SMB official

25X1
STAT
OL/SD/SMB [redacted] 11o/ [redacted] (22 April 1960)

SECRET